



Village of Sister Bay
2383 MAPLE DRIVE • SISTER BAY, WI 54234
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FACILITY USAGE APPLICATION

THIS AREA FOR OFFICE USE ONLY	
Deposit	Use Fee
Security Deposit Paid Date:	Use Fee Amount:
Security Deposit Check No.:	Use Fee Paid Date:

NAMES & MAILING ADDRESSES	FACILITY REQUESTED
Applicant (Organization)	Village Hall (Specify room)
Street Address	Fire Station (Specify room)
City - State - Zip/Code	Waterfront Park (Specify location)
Contact Person: Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.	Sports Complex (Specify building or facility)
Name:	Marina Park
Day Time Phone:	Other location (Specify building or facility)

DATE / TIME REQUESTED	PROPOSED ACTIVITY
<p>Date</p> <p>From: ____ / ____ / ____ To: ____ / ____ / ____</p> <p>Time</p> <p>Start at: _____ End at: _____</p>	<p>Briefly describe your event:</p> <p><input type="checkbox"/> Check box if alcoholic beverages are involved. (See note on back.)</p> <p><input type="checkbox"/> Check box if you are using a tent (See note on back.)</p>

CERTIFICATE
<p>I, the undersigned, hereby apply for a Facility Use Permit, certify that all the information both above and attached is true, and correct to the best of my knowledge. I affirm that the usage will be consistent with the regulations established by the Village. I agree with the fee schedule and regulations shown on the other side of this application.</p> <p>Signature _____ Date _____</p> <p>Daytime Contact Number (____) _____ - _____ Email Address _____</p>

APPROVALS

AREA BELOW THIS LINE FOR OFFICE USE ONLY	
PARKS COMMITTEE ACTION (IF REQUIRED)	
Date Of Decision _____ Decision _____ Key # ____ Date Issued: _____ Date Returned: _____	
Approvals	Inspection
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE

FACILITY USAGE REGULATIONS

Please note: all reservations will be made on a "first come, first serve" basis. In order to guarantee a reservation a completed application, fees and deposit must be furnished to the Village at 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Deposits will normally be returned within 2 weeks of the conclusion of an event unless the building or property requires cleaning in which case the deposit will be withheld.

Reservations for on-going facility usage cannot be made for more than six months at a time. Reservations for single events cannot be made more than 18 months in advance.

The Village reserves the right to cancel a reservation if needs of the Village require the usage of the facility or building at any time in which case the deposit and use fee will be refunded. The Village reserves the right to request written verification of "non-profit" status.

All signage for events taking place must comply with the Village's sign regulations, which requires a permit.

Any group or individual(s) utilizing a Village facility, building or park grounds is/are expected to leave it in as good a condition as it was found. The group or individual also agree to be responsible for any damage caused to the facility, building or park grounds while he/she/they is/are utilizing it and will be billed for any damage and the associated costs of repair.

Any usage proposed for the basement of the Village Hall must have the concurrence of the Teen Center Board of Directors in writing. _____ *Approved Teen Center Board.*

If you intend to use a tent prior to the approval of the permit you must contact the Parks Department at 920-421-0273 to meet on site to stake out the location of the tent in order to protect the sprinkler and electric system from damage. Any damage caused to the sprinkler or electric system from tent stakes will be billed 100% of the total cost to the organization. _____ *Approved Location Parks Department.* Your tent supplier **MUST** schedule an appointment with the Parks Department to insure the proper placement of the tent. A Parks employee will be present during the erection of the tent to insure no damage is done to the underground systems. The time spent by Parks staff monitoring the tent location and erection will be billed out to you at the charge out rate.

If you are provided a key to use a facility and you fail to return the key when your event is over the Village reserves the right to charge you for the cost of rekeying the facility consistent with the Building Key Policy.

If any event involves the sale or distribution of alcohol an appropriate permit must be obtained from the Village Clerk. If any special services are provided by the Village as part of the permit they will be billed at the agreed upon rate.

If you or a member of your group drives across the grass in a vehicle you will lose your deposit, and be liable for the cost of repairs. Any group or individual who does not follow these and other Village facility usage regulations may be prohibited from utilizing the facility, building or park grounds in the future.

VILLAGE OF SISTER BAY
FACILITY USAGE FEE SCHEDULE

NAME OF FACILITY	SECURITY DEPOSIT	USE FEES – VILLAGE SERVICE/CHARITABLE ORGANIZATIONS AND “NFP” COM. INT. GROUPS	USE FEES – NON-VILLAGE SERVICE/CHARITABLE ORGANIZATIONS AND “NFP” COM. INT. GROUPS	USE FEES – VILLAGE PROPERTY OWNERS, RESIDENTS AND NON-CHARITABLE GROUPS	USE FEES – NON-PROPERTY OWNERS AND NON-CHARITABLE GROUPS
Village Hall TKH Building Sports Complex Shelter	\$100	\$0 If There Were No Issues With Prior Uses.	\$25 Per Day Set Up: \$12.50/\$6.25	\$25 Per Day Set Up: \$12.50/\$6.25	\$50 Per Day Set Up: \$25/12.50
Large Meeting Room At The Fire Station	\$100	\$0 If There Were No Issues With Prior Uses.	\$12.50 Per Day Set Up: \$6.25/\$3.25	\$12.50 Per Day Set Up: \$6.25/\$3.25	\$25 Per Day Set Up: \$12.50/\$6.25
Small Meeting Room At The Fire Station	\$100	\$0 If There Were No Issues With Prior Uses	\$5 Per Day Set-Up: \$2.50/\$1.25	\$5 Per Day Set Up: \$2.50/\$1.25	\$10 Per Day Set Up: \$5/\$2.50
W.F. Park – South, Central & North Areas Marina Park	\$200	\$0 If There Were No Issues With Prior Uses	\$50 Per Day Set-Up: \$25/\$12.50	\$50 Per Day Set Up: \$25/\$12.50	\$100 Per Day Set Up: \$50/\$25
Sports Complex	\$100	\$0 If There Were No Issues With Prior Uses	\$50 Per Day Set-Up: \$25/\$12.50	\$50 Per Day Set Up: \$25/\$12.50	\$100 Per Day Set Up: \$50/\$25
Organized Team Events At Any Village Facility	\$100	\$0, Subject to Parks Committee Review and Approval On an Annual Basis – Applications Must Be Submitted To The Administration Office At Least One Month Prior To The Start of Any Games.			

TENTED EVENTS FEE SCHEDULE

NAME OF FACILITY	SECURITY DEPOSIT	USE FEES – VILLAGE COM. INT. GROUPS AND SERVICE/CHARITABLE ORGANIZATIONS	USE FEES – NON-PROFIT ORGANIZATIONS	USE FEES – VILLAGE PROPERTY OWNERS, RESIDENTS & GROUPS	USE FEES – NON-PROPERTY OWNERS & GROUPS
Private Parties And For Profit Events	\$500	N.A.	N.A.	\$250 Per Day Set Up: \$125/\$62.50	\$500 Per Day Set Up: \$250/\$125
Events Conducted By “NFP” Organizations, Com. Int. Groups And Service/Charitable Org.	\$500	\$150 Per Day Set Up: \$75/\$37.50	\$300 Per Day Set Up: \$150/\$75	N.A.	N.A.

The Village’s park and facility usage rules and regulations are outlined on the Facility Usage Application, and in some instances additional rules will be attached to the Use Permit. As long as all the rules are complied with and the facility which was utilized is cleaned up and left in the condition it was found the security deposit will be refunded in its entirety. **If any of the rules are violated or the facility is not cleaned up by 10:00 A.M. on the day following an event the Village will retain the entire security deposit.** Further, if Village employees are required to provide any custom services, including set-up or take down of equipment, the user(s) will be charged for those services at the applicable regular or over-time “charge out” rates.

The larger of the two set-up/clean-up fees will be charged if a facility is utilized *before* 6:00 P.M. on the day prior to an event.

In order to qualify for the “Village Service or Charitable Organization/Village Not-For-Profit (“NFP”) Community Interest Group” rate a member of the group who actually owns property or resides in the Village must complete and submit the application on its behalf.